

Self-evaluation after a presentation

Giving a presentation at university is a learning opportunity, so it is always a good idea to reflect on how to improve for next time. Use the following questions to support your reflection. If the answer to any of the questions is 'no', decide what action you will take to improve for next time.

Content

- Did I cover the main points?
- Did I meet the aims of the brief?
- Did I make a positive contribution to a group presentation, both the preparation and the delivery?

Delivery

- Did I speak clearly and slowly enough?
- If delivering in-person, was my body language open and positive?
- Did I use my notes well?
- Was the language appropriate for the audience and the context?
- Did I appear nervous?

Technology

- Was I in control of the technical side of the presentation?
- Was the design and layout of my slides or other visuals informative and inclusive?

Organisation and signposting

- Did the introduction give a clear overview of the presentation?
- Were the main points logically organised?
- Did I indicate clearly when I was moving to a new point?
- Was there a clear conclusion, which summed up the main points?
- Was my timing good?

Audience

- Did they understand the content?
- Was their feedback positive?

Overall

- Is there anything I need to change?
- What are my priorities for next time?